



**Public Works Department  
Engineering Division  
One North San Antonio Road  
Los Altos, California 94022-3087  
(650) 947-2780  
Fax (650) 947-2732**

February 11, 2016

**SUBJECT: Request for Proposal – Citywide Facility Condition Assessment, CF-01003**

Dear Consultant,

You are invited to submit proposals to provide design services for the Citywide Facility Condition Assessment Project as outlined herein and delineated on the enclosed Scope of Services. Proposals are due to the office of the City Engineer **before 4:00 P.M., Thursday, March 3, 2016.**

### **PROJECT REQUIREMENTS**

The City of Los Altos is soliciting proposals from qualified architectural-engineering firms to provide professional services for one project to evaluate the existing condition of citywide buildings (and building equipment/systems) using industry standards and procedures (ASTM E2018-08).

The consultant shall provide individual condition assessment of each City building as identified in Exhibit 1. The data and analysis are to be used to develop a report which documents and prioritizes a comprehensive repair, alteration, and improvement budget for extending building life for 50 years. This report will provide a foundation of the City's ability to integrate these modernization and/or deficiency and/or remediation requirements into the Capital Improvement Program.

A detailed scope of services for the projects is outlined in the attached SCOPE OF SERVICES.

### **TIME SCHEDULE**

A proposed time schedule for the project and each task is defined in the attached SCOPE OF SERVICES. This schedule shall be reviewed with respect to the level of effort expected for each task. The consultant's proposal should include a statement, indicating adherence to the proposed schedule.

## **INSURANCE REQUIREMENTS**

The consultant will be required to maintain insurance coverage for Personal Injury and Worker's Compensation, with the City of Los Altos named as "Additional Insured." The City will also require Professional Errors and Omissions insurance acceptable to the City Attorney.

## **FEE SCHEDULE**

Not to exceed fees should be listed in the Fee Schedule for each task for the project. Payment for work completed will be based on progress to date for each task as described in the Scope of Services. The consultant should include costs for attending meetings, site visits, travel expenses, and all other project related expenses such as delivery services, printing costs, etc. in the fees submitted for each task. The proposals will also include a fee for bid period assistance and construction period assistance.

## **PROPOSALS**

Please submit five (5) copies of the proposal incorporating all requirements set forth in the RFP along with a statement of qualifications for undertaking the proposed services. Please define the proposed work and the completion schedule in the form of Exhibits "A" and "B" respectively to your proposal. The consultant's fee proposal and payment schedule shall be submitted in a separate sealed envelope in the form of Exhibit "C".

The City will evaluate each of the consultant's qualifications and may conduct interviews with the consultants that demonstrate the best qualifications for the proposed services. From this evaluation and the possible interviews, the City will select a consultant and negotiate a fee for the services delineated in the RFP. The consultant must be ready to execute a standard Agreement for Consultant Services (draft version is attached) within ten (10) days of award of the project. The proposal submitted in response to this RFP will be included as part of the Agreement with the selected consultant.

If you need assistance or have questions, please call the project manager at (650) 947-2624 or email at [clamm@losaltosca.gov](mailto:clamm@losaltosca.gov).

Sincerely,

Christopher Lamm  
Engineering Services Manager

Enclosures:

- (1) Scope of Services, dated February 11, 2016;
- (2) Agreement for Consultant Services (draft version)